



U.S. AIR FORCE



"Keeping The Human Resource Community Informed"

Headquarters, Air Force Personnel Center
Directorate of Civilian Personnel Operations
Functional Clearinghouse (DPCXTC)

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MODERN HR (MDCPDS)

Is Position Encumbered?

Before assigning an employee to a position, you should determine whether the position and sequence number is encumbered. This will save a lot of time and problem later when processing your actions.

To check the position in Modern DCPDS - from the Navigator window, go to Position, select Description, when it opens hit F7 and put your cursor in Name. There's several ways to select position information.

1. To see all positions input PD number, i.e. %17X58%, hit the F8 and the position will populate, do the down arrow and it will go to all position starting with that number.
2. To see just the position you need to input the position number and the sequence number, i.e. 17X58..60242, hit the F8 and the position will populate the screen.

Select Occupancy and it will show you name of person on position.

You can also check in the area next to the Status of position by checking in the []. If you click the [] it will open up and you can look at Vacancy Indicator to see if it has a 0 for vacancy or E for encumbered

Processing Extensions of Appt NTE

Did you know that when you processed a Conversion to Appointment NTE (5XX) or Extension of NTE (760) actions in legacy the effective date was automatically set by the system as the NTE date plus 1 day. This is not the case in modern DCPDS, Suspense runs and creates the Termination Expiration of Appt (355) RPA using the NTE date of the employee as the effective date 1 day prior to the effective date of the termination. Inputting a 5XX or 7XX action to convert or extend the employee on the NTE date will not prevent the termination from processing because the system has already created the Termination Expiration of Appt (355) RPA. To prevent the system from processing the Termination action already created on the employee you must find the action from the Cancellation/Correction area of modern DCPDS, "Reroute" the Termination Expiration of Appt (355) RPA and physically cancel the pending RPA using the "RED X" capability.

In order to prevent the Termination from processing you should always input an Extension to Appointment NTE at least 2 days prior to the NTE date.

Note: This processes only applies to Conversion to Appointment NTE and Extension of Appointment NTE NOAs. It is not applicable for processing temporary actions on permanent employees such as a change to lower grade action for an employee on a temporary promotion.

Reference: Personnel/Payroll workaround 02-0010.
<http://www.afpc.randolph.af.mil/mdcpds/openissues.htm>

In-Place Employee 5XX/702/703 Actions (Duplicate Experience Entries)

5XX actions and permanent promotions (702) following a temporary promotion (703) for which the CPCN does not change, do not generate a new Dt-Start-Present-Position (Occupancy Date), however, they do trigger a CPDSS experience entry resulting in a future duplicate or overlapping experience entry.

What actions are affected? Those actions on employees that are being:

1. Converted (5XX) and remain in the same position or
2. Permanently promoted (702) following a temporary promotion (703) in the same position

The workaround is: Step 1 – quick copy the existing position, making no changes; Step 2 – convert or permanently promote the employee moving them to the quick copied position; Step 3 – end date the “old” position as it is not a true vacancy.

No workaround is needed if the employee is being converted or permanently promoted to a different position.

Reference: Complete workaround guidance will be posted to our website NLT 13 Sep <http://www.afpc.randolph.af.mil/mdcpds/default.htm>

Civilian Servicing Unit (CSU)

CSU

The Civilian Servicing Unit (CSU) Application is scheduled to refresh Monday – Thursday night and once over the weekend (CST). When querying CSU, do not assume the data is the most current. The System Status Report provides the “As of Date” when the “Global Refresh” of the CSU was completed. Due to communication problems some locations may not receive this refresh, so your local PSM should be able to advise as to your as of date.

Employees Missing From CSU

Did you know that employees are continually dropping from the CSU? The culprit is the position not to exceed date, if the date has passed. This has major implications, as employees will no longer be able to access Employment, B & E, etc. applications until the date is either extended or removed.

RESUMIX

Importing Match List

When capturing (importing) the Resumix match list, the following requirements must be met to move your match list from Resumix to CPDSS.

1. Resumix Recruiter's Desktop and CPDSS must be running concurrently on the same computer.
2. Your Requisition must be open in Resumix; **and**
3. Your Resume Match List must be open in Resumix **and not minimized**.

Once the above requirements are met, the import process can be started.

Reference: Resumix/CPDSS User's Guide to Filling Jobs and Other Related Topics Aug 02, Chap 6, Pg 13

CIVILIAN PERSONNEL DECISION SUPPORT SYSTEM (CPDSS)

Correcting errors on CRR when imported

What does it mean if during the import process the screen turns pink? Is this an error?


Answer: If CPDSS encounters an error during the import process, the background color of your screen will turn pink and the CRR Error column will populate. To view an

explanation of an error code, click **Actions>Expand Errors** or right-click on the candidate's name and select "**Expand Errors**" from the Popup Context Menu.

All error codes should be reviewed and appropriate action taken before finalizing the ranking process.

To add or correct candidate data on the current roster, you must first update and/or correct the data on the appropriate database. After the data has been updated/correct follow the steps below to re-import that candidate's data from the selected databases.

Step 1: Select the candidate(s) that require(s) re-importing.

Step 2: Click the **Re-import Candidate** button  or Select **Actions > Re-Import Candidate** or Right-click on the candidate's name and select **Re-Import Candidate** from the Popup Context Menu.

Step 3: Select the database(s) to be re-imported by clicking on the appropriate checkbox(s) and clicking the "**OK**" button.

The re-import steps are the same as the initial capture steps. Therefore, the roster will be automatically saved at the completion of the re-import.

If you have made changes that you do not want saved, close the roster without saving the changes, re-open the roster and re-import.

WARNING! The re-import process can be specified by the individual candidate and the database, but not down to any specific piece of data in a particular database. Therefore, if a significant amount of time has passed since the initial CRR Capture, the re-import may affect the ranking of candidates on the CRR. Imports from each of the databases are time stamped for each applicant. You can view these date/time stamps on the General/TIG tab. Make sure your reason for re-importing is well documented in the CRR Property Screen notes area. If a significant amount of time has passed (24-48 hours) you might want to consider highlighting all the candidates and re-importing or deleting the CRR and starting over.

Reference: Resumix/CPDSS Guide to Filling Jobs and Other Related Topics, Chapter 6, pages 6-19 and 6-20.

Training and Reference Materials

AFPC/DPCXTT regularly updates the AFPC Modern DCPDS website located at <http://www.afpc.randolph.af.mil/mdcpds/default.htm>. Recently, there have been several updates to the website that we wanted you to be aware of. Especially, if you haven't visited the website lately.

Tools & References	
New	User Guides/Manuals: Resumix/CPDSS User's Guide to Filling Jobs and Other Related Topics, Aug 02 - The latest guidance on CPDSS and Resumix 6.1
	User Guides/Manuals: AF Modern DCPDS Desk Guide, 8 Aug 02 - Quick and easy guide to use without Army references.
	Information Pages: DOD Personnel/Payroll now has Personnel/Payroll Interface Workaround Open and Rescinded Issues
Moved	Modern DCPDS Foreign Allowance Processing Guide (DRAFT) moved from User's Guides/Manuals to DOD Personnel/Payroll Information Page

Modern DCPDS Training Materials	
New	Power Point Slide Presentations: Visual - Terms & Tools.ppt - Short, interactive Power Point show showing the most used terms used with Modern DCPDS.
	Handouts: Autopopulation of Detail Information - A handout showing the new enhancement of autopopulating the detail information area. Much quicker!
Updated	Power Point Slide Presentations: Retrieving Records, Updating and Viewing Employee Records, and CSU.
Removed	Training Packages - These .exe files were obsolete.
	All information regarding Details. New products being developed and will be posted soon.

Resumix/CPDSS Training Material	
New	Power Point Slide Presentations: What's New in Resumix 6.1. AFPC/DPCXTT hoping to have an audio version posted soon
Removed	All outdated material.

How To Report Functional or Technical Problems

By Phone AFPC Local 527-2400, all other areas dial 1-888-368-9367. To report a **Technical problem**, **press 1**, if you are calling to report a **Functional problem**, **press 2**.

Internet Only **Functional problems** may be reported through the Internet, by authorized clearinghouse POC's. All customers may view the status of a reported problem via the web.
<http://www.afpc.randolph.af.mil/clrhouse/default.htm>

Note: All Functional problems require the submission of a Modern DCPDS Problem Report Template. The template is located on our website at <http://www.afpc.randolph.af.mil/clrhouse/functional.htm>.